

TERMS OF REFERENCE

Alberta Branch President-Elect

Preamble/Purpose

The President-Elect of the CIPHI Alberta Branch's primary purpose is to assist the President and act on his or her behalf in the event that he or she is unable to participate in the identified activity.

Responsibilities/Required Duties

- Act for the President should the President be elected to the position of President of the National Executive Council or if the President is unable to carry out the duties assigned to the office
- Participate and respond to Environmental Health issues on a Provincial level
- Act for the President in the event that the President is absent
- Orientate new Executive Members
- Ensure all CIPHI Alberta Branch Committees submit regular written reports to the Executive Board
- At the request of the President, the Vice-President shall submit a written report highlighting activities of the Branch to the editor of the Environmental Health Review
- Participate in various committees including EPHW and Membership committee, where needed

Membership

Regular, retired or life members are eligible to serve as President-Elect

Length of Term

- The length of the term shall be two years
- Term length will correspond, as best as possible, with the Annual General Meeting

Operation

As set out in the Bylaws of the Canadian Institute of Public Health Inspectors (Alberta Branch)

Benefits

As set out in the CIPHI Alberta Branch Policy, "Branch Executive and Committee Chair Benefits"

These Terms of Reference will be reviewed at least once a year and at any time requested by members of Alberta Branch CIPHI and may be amended for any purpose agreed to by the Association Executive or membership.

Last reviewed: August 2019